

12 March 1979

Classification Review Procedure

CRP 79-19

USE OF A REGISTRY NUMBER AS THE DOCUMENT NUMBER

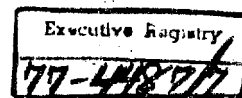
1. Ascertaining the unique number of a document -- as discussed in RRP 78-22 of 28 April 1978 -- is important for computer matching and identification of duplicate documents in the DARE system. In most cases, such as those of finished intelligence or series documents, identifying the unique number of the document is no great problem. In some types of material, however, especially correspondence that may have only a registry number -- or worse yet, several registry numbers -- the decision is not easy.

2. If a reviewer must use a registry number in the absence of a document number, the registry number must meet two requirements. First, it must be the registry number of the office originating the correspondence, as spelled out in paragraph 7 of CRP 78-38 dated 11 October 1978. Second, the number must be typed on the document or written in on an official registry stamp in such a manner that the reviewer is reasonably certain that it will appear on all copies of that document. If this is not the case, enter the document as unnumbered by drawing a line through the document number field on form 4023A.

3. Examples:

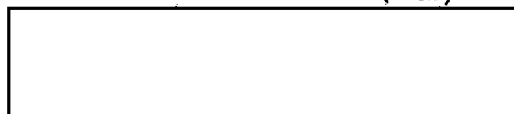
a. Usable registry numbers:

ER-4-7805 or



b. Registry numbers not usable as document numbers:

ER-5-7808 (pencil) or ER-4-7805 (ink)



Chief,
Classification Review Group

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